



Peace Corps/Sierra Leone
Freetown, Sierra Leone
Phone: +232 (0)78-200-900

VACANCY ANNOUNCEMENT

POSITION: Language and Training Coordinator

CLOSING DATE: January 21st, 2013

LOCATION: Freetown, Sierra Leone

The Language and Training Coordinator will work in close collaboration with the Training Manager (TM) to plan, implement and evaluate training with a specific focus on language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include coordinating the development of methods, materials, testing and appropriate staff for language and cross-culture training activities. The incumbent works with the programming, training, administrative, safety and medical staff members to ensure the consideration of language and culture into all aspects of Peace Corps programming and training. S/he will provide ongoing support and feedback to PCTs/PCVs, staff, and tutors. With oversight by the TM, Programming and Training Manager (PTM) and Director of Management and Operations (DMO), this position provides planning and logistical support, including managing materials and funds, to ensure the strategic and efficient use of training resources both before and during training events. Travel for extended periods of time is required.

Duties and Responsibilities

1. Language and Cross-Cultural Program Management. This includes:

- Develop, maintain, and update all language and cross-cultural materials (language books, charts, tapes, videos, audio-visual aids, games, posters, handouts, etc.) needed by PCTs/PCVs throughout their service, including:
- Guide and supervise the development of language learning materials and procedures for the language tutoring program.
- Compile annual requirements for all language and cross-cultural materials and training, including budget and specific timeline requirements; these submissions should be coordinated with the TM and PTM and submitted to the DMO prior to the training events.
- Prepare reports on the language and cross-cultural components of PST and ISTs, including the number of hours of each provided at each training event.

2. Coordinate language and cross-cultural components of Pre-Service Training (PST) and In-Service Trainings (ISTs). This element includes but is not limited to the following tasks:

- In conjunction with the other training staff, design and implement a language and cross-cultural training curriculum that addresses the knowledge, attitude, skill, and performance needs of PCTs for living and working successfully in the cultures of Sierra Leone; ensure that the language and cross-cultural components are included in the 27 month PCV training continuum.
- Facilitate discussions, act as lead technical trainer, and act as a resource for aspects of cross-cultural training when needed.
- Participate in the Trainee assessment process leading to the decision to recommend or not recommend each PCT to become a PCV.
- Participate in training activities as determined and approved by the Training Manager.

3. Peer Leadership of Language and Cross-Culture Training Staff, including for example:

- Mentor contracted Language and Cross-culture Facilitators

- Provide counseling in terms of language learning and teaching and serve as a language resource person for both LCFs and language learners.
- Advertise, interview and work with the TM, DMO and PTM to hire any necessary contractors to assist in language/cultural materials development; such activities should be previewed in advance as part of the IPBS planning process.

4. Training Administration

- Prepare the materials and site for training events in collaboration with TM and General Services
- Understand safety and security policies and implement them with the instruction of TM, PTM or CD.
- Collect and maintain training evaluation data including Language Proficiency Interview ratings and ensure they are recorded appropriately.
- Provide coverage for duties of the TM if absent.

Applicants with the following qualifications are encouraged to apply:

1) Education:

- Minimum of Bachelor's Degree in a language, adult education or relevant field.
- Ability to speak and write in English at a professional level.
- Ability to communicate clearly in Krio and at least one additional national language.

2) Prior Work Experience:

- 5 years or more years of experience in language education (indigenous languages preferred), including practical experience as an adult educator, training coordinator, and/or community outreach or literacy specialist.
- Experience with analyzing cultural and communication with exposure to American organizations.
- Experience in the monitoring and evaluation of training programs is preferred.

3) Job Knowledge:

- Expert knowledge in the areas of adult education and training in language.
- Expert knowledge of Sierra Leonean culture, history, customs, laws, etc.
- Knowledge of international standards in planning, budgeting and money management.

4) Skills and Abilities:

- Intermediate computer skills (Microsoft Office Applications); willingness to learn new applications.
- Proven presentation and training skills for adults.
- Demonstrated ability to provide appropriate and timely counseling and feedback to adults.
- Ability to provide support in the areas of safety, cultural integration, and technical skills to adult American Volunteers.
- Strong interpersonal skills and ability to work on a diverse team.
- Must have a valid driver's license (prior to employment start date).
- Able and willing to live and work at the training center, outside of Freetown, for four (4) consecutive months out of every year and for occasional one to two week training events (normally 2-3 each year).

Provide a resume/CV stating your experience, skills and qualifications.

All experience, skills and qualifications will be verified.

Employment is contingent on a favorable security background check.

Each application should be sent by email to SL01-pcjobs@peacecorps.gov

Or be sealed in an envelope and addressed to:

Director of Management and Operations
(Application for Language and Training Coordinator)
PEACE CORPS SIERRA LEONE
34 Old Railway Line, Signal Hill
Freetown